



HRG Memorandum 13-27

To: KEHP Human Resource Generalists (HRGs)
From: Department of Employee Insurance (DEI)
Re: Application and QE Reminders
Date: November 14, 2013

As we are wrapping up Open Enrollment, here are a few reminders that will help us to process more efficiently:

- If a QE is submitted for 2013, we need a 2014 application for the QE – if not, we will pend the 2013.
- When submitting supporting documentation, please make sure the name and social are written on all forms. Without this information, it delays the process.
- Cross-reference applications must have both member's name and social. Both members and ICs must sign. The exception we had in place for IC signatures was for OE only.
- QEs for birth and marriage – we must have supporting documentation as outlined in the Admin Manual
- Until we get all OE applications entered, members will show in KHRIS as electing the Standard CDHP (default plan). Once we enter the applications, this will change.

In addition, please know we are processing documents as quickly as possible but due to the volume from Open Enrollment, we are a couple weeks behind. We ask for your patience and understanding during this clean up period. As always, if you have an access to care, you may call our office and notify someone you are faxing the application in for processing (access to cares only).

